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[Agency Contact Info \(agencycontact\)](#)

Job Title: Project Officer (Contracts)

Agency: Environmental Protection Agency

Job Announcement Number: LV-R9-MP-2016-0012

SALARY RANGE:

\$98,815.00 to \$128,457.00 / Per Year

OPEN PERIOD:

Wednesday, December 16, 2015 to Friday, January 8, 2016

SERIES & GRADE:

GS-1101-13

POSITION INFORMATION:

Full-time - Permanent

PROMOTION POTENTIAL:

13

DUTY LOCATIONS:

Few vacancies in the following location:

San Francisco, CA [View Map](#)**WHO MAY APPLY:**

Current permanent EPA employees with competitive status and CTAP eligibles.

SECURITY CLEARANCE:

Public Trust - Background Investigation

SUPERVISORY STATUS:

No

JOB SUMMARY:About the Agency (<http://www.epa.gov>)

Earth Day is every day at EPA! Our diverse workforce connects to more than just a career—we share a common passion to promote a cleaner, healthier environment. We consistently rank as one of the top Federal agencies in which to work, with great benefits and work flexibilities.

This position is located in Region 9 Superfund Division, Emergency Response Preparation & Prevention Branch, Operations/Scientific Support Section in San Francisco, CA.

For more information on this office, visit their website: <http://www2.epa.gov/aboutepa/epa-region-9-pacific-southwest> (<http://www2.epa.gov/aboutepa/epa-region-9-pacific-southwest>).

One or more positions may be filled.

TRAVEL REQUIRED

- Occasional Travel
- You may be required to travel 1 to 5 days per month.

RELOCATION AUTHORIZED

- No

KEY REQUIREMENTS

- If you are selected, a pre-employment background check is required.
- You must submit resume and required documents(See How to Apply)
- Position has portable work and selectee may be eligible to telework.

DUTIES:

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You will spend 95% of your work time on contracts, grants/cooperative agreements, and/or interagency agreements.

You will: Ensure that the overall contract is properly managed with budgeting and tracking of funding and that the contractor is performing as specified in the negotiated work plan.

Conduct formal performance evaluations of all contracts twice a year to determine the rating the contractors will receive and if contractor will receive their next award term outlined in the overall contract.

Provide independent policy review and serves as an authority to upper management on the national contract implementation and makes recommendations.

Ensure that all work conducted by the contractor is within the scope of work of the contract, is cost effective, and is done safely and in a quality manner.

QUALIFICATIONS REQUIRED:

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You do not need a degree to qualify for this position.

We are looking for at least one year of specialized experience related to this position as described below:

To qualify for the GS-13 level, you need to have at least one year of full time experience equivalent to the GS-12 level defined as managing government contracts as a Project Officer, Contract Officer Representative or similar position; monitoring contractor performance; and correcting contractor performance deficiencies.

Your answers to the on-line assessment will be used to evaluate your competencies in the following areas: Ability to lead and work effectively with people, individually and collectively, among diverse groups of both staff and management.

Skill in organizing and developing a variety of programs and projects.

Skill in evaluating contractor performance.

Ability to analyze contract information to identify milestones.

Ability to present information and recommendations to senior management, community members, federal/state/local agencies, and others.

Skill summarizing information and issues and preparing briefs.

Ability to review and approve statements of work, work plans, cost estimates, monthly financial and progress reports, and proposed contract modifications.

Knowledge of principles, theories, and practices of Federal contract regulations.

This position is designated as Moderate Risk and requires a background investigation. Unless an appropriate background investigation is already on record with the Office of Personnel Management, you must undergo a background investigation.

You must meet time in grade requirements no later than 30 calendar days after the closing date of this announcement.

HOW YOU WILL BE EVALUATED:

We will review your resume and required documents to ensure you meet the basic qualification requirements. Your resume must address the knowledge, skills, and abilities listed in the Qualifications Section. If you meet basic qualification requirements, your application will be further evaluated based on your answers to the on-line assessment. Your responses to the on-line assessment will be used to measure the degree to which your background matches the requirements for the position and an applicable score assigned.

We will compare your resume and supporting documentation to your responses on the assessment questionnaire. If you rate yourself higher than is supported by your application materials, your responses may be adjusted and/or you may be excluded from consideration for this job. We will evaluate your qualifications and eligibility and notify you if you meet minimum qualification requirements.

NOTE: We do not require a separate statement responding to the competencies, also referred to as Knowledge, Skills and Abilities (KSAs). However, your resume should clearly show possession of these competencies.

To preview questions please click here (<https://jobs.mgsapps.monster.com/epa/vacancy/previewVacancyQuestions.hms?orgId=1&jnum=59820>).

BENEFITS:

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You can review our benefits at: <https://jobs.mgsapps.monster.com/epa/vacancy/preview!benefits.hms?orgId=1&jnum=59820> (<https://jobs.mgsapps.monster.com/epa/vacancy/preview!benefits.hms?orgId=1&jnum=59820>)

OTHER INFORMATION:

This position is in the bargaining unit.

Are you a Displaced Federal Employee? If so, please read the Required Documents and visit the EPA website for additional information: <http://www.epa.gov/careers/evapr.html> (<http://www.epa.gov/careers/evapr.html>)

This information is used to determine your qualifications for employment. The use of this information is authorized under Title 5 USC, Sections 3302 and 3361.

If you are selected, travel, transportation, and relocation expenses will not be paid by EPA.

Any travel, transportation, and relocation expenses associated with reporting to work in this position will be your responsibility.

HOW TO APPLY:[Back to top \(Top of Page\)](#)

You are strongly encouraged to read the entire announcement before you submit your application for this position.

To begin the application process, click the Apply On-line button to the right on this screen, follow the prompts to log-in/register, submit all required documents, and complete the assessment questionnaire. To be considered, you must submit a complete application package by 11:59 PM Eastern time on the closing date of this announcement.

All required supporting documents will be collected electronically via the USA Jobs document portfolio feature.

If you cannot apply on-line, you must contact the Human Resources Office listed to the right for assistance no later than three business days prior to the closing date of this announcement. You must provide complete application materials by the closing date of this announcement.

For detailed instructions to assist you in ensuring your application package is received, go to <http://www.epa.gov/careers/evapr.html>

REQUIRED DOCUMENTS:


Documents to be submitted on-line:


- Resume clearly stating your experience related to this position as described in the Duties Section and Qualifications Required Section. In describing your experience, you need to be clear and specific. We may not make assumptions regarding your experience.
- Responses to the on-line assessment questionnaire.
- Displaced Federal employees under CTAP - copy of your most recent performance appraisal, proof of eligibility, and your most current SF-50 noting position, grade level, tenure, and duty station.
- Current EPA Employees: You are encouraged to submit a Notification of Personnel Action (SF-50). If you fail to provide an SF-50, we will access your Federal employment records in e-OPF to verify your eligibility to be considered. If your eligibility for consideration cannot be determined, your application will be rated ineligible.


If you want to know more about submitting documentation to our office, visit EPA's web site: <http://www.epa.gov/careers/evapr.html>

AGENCY CONTACT INFO:

Tamara Gummer

Phone: 702-798-2401 

Fax: 702-798-2433 

TDD: 702-798-2421 

Email: TeamVegas@epa.gov

Agency Information:

Environmental Protection Agency

US Environmental Protection Agency


Human Resources Management Division

4220 S. Maryland Parkway, Building A, Suite 100

Las Vegas, NV

89119-7528

US

Fax: 702-798-2433 

WHAT TO EXPECT NEXT:

You can track the progress of your application package via your USAJobs account. You will receive an acknowledgement from USAJobs that your submission was successful, once we have received your on-line occupational questionnaire, resume and any supporting documentation. You will be notified of the status of your application via your USAJobs Account after we conduct a qualification review of your complete application package. You will be contacted if further evaluation or interviews are required. Any exaggeration of your experience, false statements, or attempt to conceal information may disqualify you for employment consideration. We may verify all information you provide in your resume and questionnaire responses, through reference and/or background check, and/or verification of your education. If you are selected, you will be contacted personally by the human resources office posting this announcement.

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EEO Policy Statement (https://help.usajobs.gov/index.php/EEO_Policy_Statement) |
Reasonable Accommodation Policy Statement
(https://help.usajobs.gov/index.php/Reasonable_Accommodation_Policy_Statement) |
Veterans Information (https://help.usajobs.gov/index.php/Veterans_Information) | Legal and
Regulatory Guidance (https://help.usajobs.gov/index.php/Legal_and_Regulatory_Guidance)

Site Map (/Home/SiteMap)
Privacy Act and Public Burden Information (https://help.usajobs.gov/index.php/USAJobsHelp:Privacy_policy)
FOIA (http://www.opm.gov/efoia/)
About Us (https://help.usajobs.gov/index.php/About_Us)
USA.gov (http://www.usa.gov/)

This is a United States [Office of Personnel Management \(http://www.opm.gov/\)](http://www.opm.gov/) website.

USAJOBS is the Federal Government's official one-stop source for federal jobs and employment information.